

REQUEST FOR PROPOSALS
TENTS, TABLES, CHAIRS AND RELATED SUPPLIES
for the
2012 New England Chili Classic
FY12-050-85

Date Issued: Thursday, May 3, 2012
DUE DATE: Monday, May 18, 2012, 12:00pm

I. Purpose & Scope:

The City of Manchester is requesting proposals for the provision, including installation of temporary tents, tables, seating and related supplies on a rental basis to support a major outdoor event, the New England Chili Classic, to take place between October 13 and October 14, 2012 in downtown Manchester.

II. Background:

The 2012 New England Chili Classic (NECC) will be held in downtown Manchester at Veteran's Park beginning Friday October 13th at about 12:00pm and ending Sunday, October 14th at about 6:00pm. Restaurants from all over the state will participate in the NECC. The City of Manchester is partnering with the New Hampshire Lodging and Restaurant Association to organize the 2012 NECC. We are expecting about 25,000 visitors during the two-day event.

III. Requirements:

The City is requesting the following items to be set up beginning on Thursday October 11th, no earlier than 6:00am and ending no later than 8:00pm on Friday October 12th, and removed no earlier than Sunday, October 14th at 8:00pm and no later than Monday, October 15th at 8:00pm.

A. Required Items:

- 1) 40 – 10x10 ft Event Tents (no side walls)
- 2) 2 – 10x10 ft Event Tents with side walls
- 3) 2 – 60x30 ft (approx) Event Tent with lights and side walls

- 4) 1 – 20x40 ft (approx) Event Tent with lights
- 5) 1 – 20x20 ft Event Tents with lights
- 6) 2 – 20x10 ft (approx) Event Tent (water barrels needed)
- 7) 700 – chairs
- 8) 100 – 8 ft tables
- 9) 35 table skirts. (15 - round, 20 - 8ft)
- 10) 10 – Round tables
- 11) 15 – Cocktail Tables
- 12) 30 - Stancions with chains (Barriers)

B. Notes:

- 1) Exact dimensions of event tents and number of items needed may be subject to change as the event date draws closer.
- 2) All tents must be fully fire retardant.
- 3) City staff will be available for site visits if your company is interested in surveying the site before making a final proposal.
- 4) The company selected to provide these items for the 2012 NECC will also be named the preferred tent and supply vendor for street vendors and sponsors requesting tents and supplies for the event.

V. **Vendor Information:**

Your proposal must contain sufficient information to assure MEDO of its accuracy, however, proponents are requested to keep their submissions to the shortest length possible consistent with addressing each information request completely.

All proposals must contain a complete description of the approach to be taken by the proponent to deliver, arrange, set-up and breakdown the tents and related items along with a discussion of any salient issues or concerns that must be addressed. In addition, proposals must include the following:

- A. Name, address, telephone number, email address and website of the firm submitting the proposal.
- B. Names, contact information and qualifications of key individuals employed by the firm who will manage the project.
- C. The name of one or more individuals authorized to represent the consultant in its dealings with the City if different than above.
- D. Detailed information on qualifications and past experience of the firm on similar projects.

- F. A cost proposal based upon a maximum fee broken down separately for each of the items/tasks listed under the Scope of Services including materials, labor and any and all additional expenses anticipated.
- G. Names and addresses of at least three references including contact name for which the firm has performed the same or similar services within the last three to five years.

VI. Insurance Requirements:

- A. Comprehensive general liability insurance written on occurrence form, including completed operations coverage, personal injury liability coverage, broad form property damage liability coverage and contractual liability coverage insuring the agreements contained herein. The minimum limits of liability carried on such insurance shall be \$1,000,000 each occurrence and , where applicable, in the aggregate combined single limit for bodily injury and property damage liability; \$1,000,000 annual aggregate personal injury liability.
- B. Automobile Liability insurance for owned, non-owned and hired vehicles. The minimum limit of liability carried on such insurance shall be \$1,000,000 each accident, combined single limit for bodily injury and property damage.
- C. Workers Compensation insurance whether or not required by the New Hampshire revised statutes annotated, 1995, as amended, with statutory coverage and including employer's liability insurance with limits of liability of at least \$100,000 for each accidental injury and, with respect to bodily injury by disease, \$100,000 each employee and \$500,000 per policy per year.
- D. Any and all deductibles on the above described insurance policies shall be assumed by and for the account of, and at the sole risk of the licensee.
- E. Insurance companies utilized must be admitted to do business in New Hampshire or be on the insurance commissioner's list of approved non-admitted companies and shall have a rating of (A) or better in the current edition of best's key rating guide.
- F. Licensee agrees to furnish certificates of the above mentioned insurance to the City of Manchester prior to entering into any agreement and such certificates shall name the City of Manchester as additional insured and shall state that in the event of cancellation or material change, written notice shall be given to the City of Manchester, Office of Risk

Management, One City Hall Plaza, Manchester, New Hampshire 03101 at least thirty (30) days in advance of such cancellation or change.

Proposals must be submitted in confidence no later than **12:00pm on Friday, May 18, 2012** to:

**Chris Wellington
Manchester Economic Development Office
ATTN: 2012 NECC RFP – Event Supplies
One City Hall Plaza
Manchester, NH 03101**

Alternatively, proposals may be attached to an e-mail and submitted by the above date to cwellington@manchesternh.gov. Please follow the e-mail with a phone call to Chris Wellington at 624-6505 to verify receipt.

Questions regarding this RFP and inquiries can be made to: Chris Wellington, Marketing Manager, Economic Development Office at 624-6505.